

## "Main Switchboard" and "Project Navigation" Form

Forms:

- ☐ Project Navigation Form
- ☐ Completed Projects with Active FEDS
- ☐ Archived Projects
- ☐ Project Prioritization
- ☐ Prioritizing Factors
- ☐ Add / Update CANs
- ☐ Update Projected Buildings and Structures

Reports:

- ☐ Project Reports
- ☐ Project Status
- ☐ Project Approaching BOC Date

Preview before print? ☒

1. Open the "Project Navigation Form" which is on the Main Switchboard, under the Project Tab.

2. To enter a New Project, click the "Insert New Project" button.

To modify an existing project go to Step 3.

3. The filters on the Project Navigation Form are designed to help you narrow your list of projects to view.

Select as many , or as few, filters as you like and in any order that you want. These filters will help you limit your list of projects.

Please note that because the filters are actively scanning the database, the first time you click a pull down list it may take 20 seconds.

Filter ☐ Clear All

Select any combination:

1. Area
2. State
3. City
4. Property Type
5. Installation
6. Funds Manager
7. Building Description
8. BLS No (Bldg, Land, Struct Number)
9. Project Rec Status    
(0 - Pending; 1 - Active; 2 - Archive; 3 - Delete)
10. HQ Project Status

Forms

- ☐ Insert New Project
- ☐ Project List

☐ Refresh Link  
☐ Close Form

4. Once you have selected your filters, click on "Project List". See page 2.

## "Project List" Form

1. If a Project is not shown on the list below, you can **Insert New Projects** (see below and page 3). A project can be entered even if it is just a concept. Otherwise, select a project from the list below and open any of the forms or reports listed below.
2. You can **Update Projects** (see below and page 3) as general project information becomes more definitive.
3. When you first insert a project the system will prompt you to link to primary building or structure. Later, if you decide that other buildings or structures are involved you can **Link to Real Property** (see below and page 4).
4. M&I projects should be performed to address/correct deficiencies that are in the FEDS. Therefore, **Link to FEDS** (see below and page 5)" to associate deficiencies with each project.

5. **Commitments/Awards** (see below and pages 6 & 7) need to be established prior to recording **"Payments"** (see below and pages 8 - 10). You can record a great deal of information during the payment process -- including finance reconciliation (see below and page 9) and real property capitalization (see below and page 10).
6. At the onset and throughout the life of a project it is a good idea to establish and maintain **Milestones and Status**. (see below and page 11)
7. The **Project Activity Report** (see below and page 12) report shows all of the information above in an easy to read format.

8. The **Project Funding Report** (see below and page 13) is a subset of the Project Summary report and it shows Commitments, Awards, and Payments in a well organized format.
9. You can print the **RPI Cover Memo, Part 30-2** (see below and page 14) and send it to the Area Realty Officer to keep her in the loop
10. The **RPI Worksheet, Part 30-2** (see below and page 15) is a detailed breakdown of expensed and capitalized items. At the close of the project you should give the Area Finance a copy of this report so that they can adjust their general ledger.

Remember to select one project from the list by clicking somewhere on a Project row (you will notice a little triangle on the left hand side). You don't need to highlight the entire row.

The screenshot shows the "Project List" window. A blue arrow points from the instruction box to the first row of the project list. The project list table is as follows:

Area	State	City or Town	Install	proj_id	Proj No	Stat	HQ	S	Title
TU	AZ	SAN XAVIER	11479	1916	TU5SX03627	1	1		San Xavier Remediation
TU	AZ	SAN XAVIER	11479	1598	TU4SX03327	1	1		Tucson Area Conference
TU	AZ	SAN XAVIER	11479	1600	TU2SX03227	1	1		San Xavier Property 8
TU	AZ	SAN XAVIER	11479	1171	TU97SX034	1	1		San Xavier Wastewater
TU	AZ	SANTA ROSA	11478	1143	TU00SR017C8	1	1		Santa Rosa Dental C
TU	AZ	SELLS	11482	1558	TU3SE051H8	1	1		Sells Hospital Phase
TU	AZ	SELLS	11482	1826	TU5SE054H8	1	1		Sells Alternative Rura
TU	AZ	SELLS	11482	1173	TU99SE047	1	1		Sells Emergency & U
TU	AZ	SELLS	TUTO1	1172	TU98WS092	1	1		Westside Health Cen
TU	AZ	SAN XAVIER	11479	447	HABS Survey	2	2		San Xavier HABS Sur
TU	AZ	SAN XAVIER	11479	1151	TU87SX447	2	2		San Xavier HVAC/Fire
TU	AZ	SAN XAVIER	11479	1164	TU95SX027	2	2		SX-1 Balcony Roof R
TU	AZ	SAN XAVIER	11479	1197	Enter Project No 1	2	2		SX-1 Exterior Lighting
TU	AZ	SAN XAVIER	11479	1200	Master Plan	2	2		Tucson Area Health S
TU	AZ	SAN XAVIER	11479	1144	TU00SX028	2	2		Tucson Area Comput
TU	AZ	SAN XAVIER	11479	1145	TU00SX087	2	2		Tucson Area Seismic
TU	AZ	SAN XAVIER	11479	1146	TU02TU08827	2	2		Tucson Area Facilitie
TU	AZ	SAN XAVIER	11479	1147	TU82SX001	2	2		San Xavier Clinic C

Record: 14 of 82

**Forms:**

- Insert New Projects (See page 3.)
- Update Projects (See page 4.)
- Link to Real Property (See page 5.)
- Link to FEDS (See page 5.)
- Commitment/Award (See pages 6 & 7.)
- Payments (See pages 6 & 7.)
- Milestones and Status (See pages 8 - 10.)
- Audit Notes (See page 11.)

**Reports:**

- Project Activity Report (See page 12.)
- Project Funding Report (See page 13.)
- RPI CoverMemo, Part 30-2 (See page 13.)
- RPI Worksheet, Part 30-2 (See page 14.)
- Misc Reports (See page 15.)

**Other:**

- Real Property Report Checklist
- Refresh Link
- Close

## "Update Projects" Form

The Information in the "**Update Projects**" form is designed to produce a Project Summary report similar to a PSD.

You should replace the system generated Project Number with a real project number. The Project Numbers must be unique or will not be posted. Bergan Numbers are the preferred method of numbering projects.

The Auditors would like to see a total Government cost estimate for the Project. This information should be entered under the **Cost Estimate** tab.

The Record Status can be either "**Active**", "**Archive**", "**Delete**", or "**Pending**".

By selecting from the pull down list you are able to archive, delete, or mark a project for pending. Projects should be **archived** when they are complete -- **deleted** when they are not valid -- and marked for **pending** when they have not been approved for funding.

The HQ Status can be either "**Active**", "**Archive**", or "**Delete**".

This shows the current Real Property project status. The project will stay **active** until either a completed interim or final Real Property report have been received. After the interim or final RP report have been verified the status will be changed to **archive** and the project will be capitalized in the Real Property Inventory. **Delete** is used when the Record Status has been changed to delete.

The Auditors have required that all projects past their BOC date must have an estimated depreciation calculated.

A BOC date must be entered for all projects. The BOC date will automatically entered in the milestone table.

If the area of the building the project is being performed on is occupied throughout the construction enter the date that the project work will be substantially completed.

Select Expensed if the project will be Fully Expensed, otherwise Select Capitalized.

Estimated depreciations do not need to be performed if the Project is to be fully expensed. A BOC date is still required. for the project.

Category	Amount
1. Design	
A/E Design Fee	\$0.00
"638" Administration (if applicable)	\$0.00
Subtotal	\$0.00
2. Construction	
A/E Const Admin/Observation	\$0.00
Building and Site Work	\$0.00
Construction Contingency	\$0.00
"638" Administration (if applicable)	\$0.00
Subtotal	\$0.00
3. Equipment and Furnishings	\$0.00
4. Other [Describe]	\$0.00
5. Project Contingency	\$0.00
Approved Budget	\$0.00
<b>Total:</b>	<b>\$0.00</b>

## "Link to Real Property" Form

This step involves identifying and recording any buildings or structures involved in or affected by the project that will be capitalized.

1. You can link real property to this project by selecting and adding a Building, or Structures from the pull down box, or . . .

Link real property to this project by selecting and adding existing BLS IDs from the pull down box below:

Or, if the building is being built and is not currently in the system then click to add a Projected Building

BLS ID	Area	Prop Type	Install No	Building No	City or Town	Install Name	Contract Arrangm	Owner Type	M&I Funds Mgr	GSF	NSF
4752	TU	G	11479	0646T	SAN XAVIER	Health Center & Area Office	NONE	GOV	364	3,002	
4755											
4756											
4757											
4758											
7762											
7763											

bls id	area	stat	city town	prop	inst no	inst name	bls no	rec desc	use desc	det desc	gsf	tra
7763	TU	AZ	SAN XAVIER	G	11479	Health Center & 0646T		Buildings	Service	Educational / Me	3002	P
4760	TU	AZ	SAN XAVIER	G	11479	Health Center & 0SX10		Buildings	Service	Housekeeping	1400	N
4761	TU	AZ	SAN XAVIER	G	11479	Health Center & 0SX11		Buildings	Service	Potable, Centra	844	N
4762	TU	AZ	SAN XAVIER	G	11479	Health Center & 0SX12		Structure	Utility Syst	Tank, Water Sto		N
4763	TU	AZ	SAN XAVIER	G	11479	Health Center & 0SX14		Structure	Roads and	Parking Lot, Co		N
4764	TU	AZ	SAN XAVIER	G	11479	Health Center & B0612		Structure	Utility Syst	Potable, Water	160	N
6992	TU	AZ	SAN XAVIER	G	11479	Health Center & P642T		Buildings	Storage	General		D
7225	TU	AZ	SAN XAVIER	G	11479	Health Center & Test		Buildings	Hospital	Hospital, Gener	0	D
4877	TU	AZ	SAN XAVIER	T	12701	San Xavier Trust 00000		Land	Indian Trus	Indian Trust Lan		N
4733	TU	AZ	SANTA ROSA	G	11478	PHS Indian Hea 00565		Buildings	Other Instit	Health Center, f	3733	N
4765	TU	AZ	SELLS	G	11482	PHS Indian Hos 00505		Buildings	Hospital	Hospital, 5 - 50	50798	N

2. If the building is not in the database then click this button to add a Projected Building or Structure. This will be the case if the project is adding space (m<sup>2</sup>) to the facility/installation.

3. To add a projected Building or Structure, you are required to populate all of the fields on the top half of this form and enter the required data on the bottom half.

Add a Projected Building, Structure

Select an Installation:  City or Town:

Installation:

Bls No.  Trans Code  Latitude  Longitude

Use Descip.

Detailed Descip.

RP Code

Owner  Operation

M&I Fund Mgr

Equip Fund Mgr

Area Notes:

Projected Building | Projected Structure

GSM  Contract Arrangmt

Projected Online Date  Construction

Location Index  Intensity of Use

Replacement Cost

User ID:  Last Update Date:

Cancel Save Close

Record: 1 of 1

Choose either the "Projected Building" or "Projected Structure" tab.

## "Link to FEDS" Form -- Identifying deficiencies that will be addressed.

In this gray box you will notice there are several FEDS item already associated with this project. The specific FEDS details appear on the right side of the form.

1. Link additional FEDS items to this project by clicking "Link Additional FEDS"

2. Select the appropriate building or structure.

3. Select the appropriate FEDS item.

4. Save and Close

You will notice now there are one additional FEDS item.

5. Save and Close

**Link to FEDS**

Project Title: TU4SX033Z7 / Tucson Area Conference and Office Buildings

FEDS ID
112513
136001
148037
148040
148188
148189
148190
148191

☒ Link Additional FEDS  
☐ Remove Selected FEDS  
☐ Close Form

Area: TU City or Town: SAN XAVIER  
 Install No: 11479 Health Center &AreaOffice  
 BLS ID: 4752 BLS Desc: Buildings Trans Cd: D  
 BLS No: 0621T Use Desc: Service  
 GSM: 0 Detail Desc: Educational /Meeting  
 NSM: Init Entry Dt: 10/23/2002  
 Defic CD: 11 Budget Est: \$83,143.00 Status Code: N  
 Deficiency or Finding: BUILDING COMPONENTS WORN AND/OR NON-FUN:  
 Corrective Action Req'd: EXTENSIVE RENOVATION OR REPLACEMENT

**Link to additional FEDS**

1. Select Real Property:

Area: 4758 State: AZ  
 City: SAN XAVIER  
 Installation: 11479 Health Center &AreaOffice  
 BLS No: 0627T Trans Cd: D  
 BLS Desc: Buildings GSM: 0  
 Detail Desc: General, Institutional Support NSM:

2. Select FEDS ID:

FEDS ID	Def Code	Deficiency or Finding:	Proposed Correction:	Record Status:
Feds ID	Defic Cd	Deficiency or Finding	Proposed Correction	Record Status
136001	7	Facilities are not compliant with the Americans with Disabilities Act.	Facilities will be brought into compliance with ADA.	
148058	11	(BENT/MISSING) THROUGHOUT EXTERIOR.	REPLACE EXTERIOR ALUMINUM SKIRT SIDING	
112519	11	BUILDING COMPONENTS WORN AND/OR NON-FUNCTIONAL	EXTENSIVE RENOVATION OR REPLACEMENT	

☒ Save / Close  
☐ Cancel

**Link to FEDS**

Project Title: TU4SX033Z7 / Tucson Area Conference and Office Buildings

FEDS ID
112513
136001
148037
148040
148188
148189
148190
148191

☒ Link Additional FEDS  
☐ Remove Selected FEDS  
☐ Close Form

Area: TU City or Town: SAN XAVIER  
 Install No: 11479 Health Center &AreaOffice  
 BLS ID: 4752 BLS Desc: Buildings Trans Cd: D  
 BLS No: 0621T Use Desc: Service  
 GSM: 0 Detail Desc: Educational /Meeting  
 NSM: Init Entry Dt: 10/23/2002  
 Defic CD: 11 Budget Est: \$83,143.00 Status Code: N  
 Deficiency or Finding: BUILDING COMPONENTS WORN AND/OR NON-FUN:  
 Corrective Action Req'd: EXTENSIVE RENOVATION OR REPLACEMENT

## "Commitment / Award" Form

The Commitment/Award Form has 2 parts. The top half is the **Commitment** information and the bottom half is the **Contract Award**.

On the top form start by entering a CAN. Or you can select a CAN from the pull down list. If this is the first time the CAN has been entered into the system, the application will automatically open a form asking you to provide more detailed information.

PROJECT TITLE: TU45X03327 / Tucson Area Conference and Office Buildings

COMMITMENTS: ☐ Add or Modify the CAN pull down list

CAN No	FY	Source	Can Desc	Commit No	Amount	Comments
J42D205	2003	MM		SX033-001	200,000.00	
J425749	2004	MP		SX033-001	100,000.00	
J425719	2004	MR		SX033-001	50,000.00	
J42D205	2003	MM		SX033-002	14,297.89	
J42D205	2003	MM		SX033-002A	60,000.00	
J42574	2003	MD		SX033-003	15,000.00	

CONTRACT AWARDS: ☐ Add or Modify the Contract pull down list

Contract No	DO	Contract Title	Award/Mod Date	Amount	Mod No	Perform Per
HHS11612004		Tucson Area Conference and	8/17/2004	200,000.00		

Close Form

Microsoft Access

This entry is not in the list, do you want to add it?

OK Cancel

Insert or Update CAN

CAN

FY

CAN Description

Area

Source

Max Amount

Rec Status

As an option you can click the combo box below to see if the CAN exists in the Finance's CORE system. By selecting the CAN from the list, you will populate some of the fields above. Or, you can enter CAN information directly into the fields above without checking FRS CANs

Find FRS CAN

Cancel Save / Close

## "Commitment / Award" Form -- Continue

After you have added a Commitment, you can add a Contract Award.

**2.** First, make sure that you have selected the appropriate "COMMITMENT".

**3.** Type a Contract Number in the bottom half of the form.

The contract numbers displayed in the bottom table correspond to the commitment selected in the top table.

If this is the first time a Contract has been entered into the system, the application will automatically open a form asking you to provide more detailed information.

Fill in all of the text boxes.

**4.** When you get to the Contractor pull down list, start by typing the name of the Contractor. If this is the first time the Contractor has been entered in the system, the application will open a form for you to provide more detailed information about the Contractor.

**Commitment / Award**

PROJECT TITLE: TU45X03327 / Tucson Area Conference and Office Buildings

COMMITMENTS: ☐ Add or Modify the CAN pull down list

CAN No	FY	Source	Can Desc	Commit No	Amount	Comments
J42D205	2003	MM		SX033-001	200,000.00	
J425749	2004	MP		SX033-001	100,000.00	
J425719	2004	MR		SX033-001	50,000.00	
J42D205	2003	MM		SX033-002	14,297.89	
J42D205	2003	MM		SX033-002A	60,000.00	
J425719	2003	MR		SX033-003	15,000.00	

CONTRACT AWARDS: ☐ Add or Modify the Contract pull down list

Contract No	DO	Contract Title	Award/Mod Date	Amount	Mod No	Perform Per
HHSI161200		Tucson Area Conference and	8/17/2004	200,000.00		

Close Form

Microsoft Access

This entry is not in the list, do you want to add it?

OK Cancel

**Add or Modify Contract pull down list.**

Contract No	Deliver	Area	Contract Title	Scope of Work	Rec Stat	Award Date	Contractor	Perform Per
HHSI161200 40028P		Tucson	Sells Hospital Roof Re-Coat		1	6/3/2004	Progressive	June 3 - Jul 3 2004
HHSI161200 412C		Tucson	SX Paving		1	6/10/2004	Dar-Hil	10/24/2004
HHSI161200 500009P		Tucson	Tucson Area Conference		1	8/16/2004	Catclaw Contract	
HHSI161200 500025		Tucson	San Xavier Remediation/		1	3/27/2006	Kingston	
HHSI161200 60010P	0	Tucson	TA Conf & Offc Bldg		1	10/13/2005	Native Tele-	10/13/05-02/01/06
HHSI200500 003C		Tucson	San Xavier Dental Clinic		1	2/5/2005	Southwestern	2/2/05-9/3/05
RFC		Tucson	Tucson Area Facilities		1	9/23/2003		

Record: 1793 of 1793

Update Contractor View Archived Contracts Print Contracts Save / Close

Microsoft Access

This entry is not in the list, do you want to add it?

OK Cancel

**Contractors**

Contractor ID: (AutoNumber)

Contractor

Department

Address

City/Town

State

Zip Code

Phone

Remarks

Record: 1 of 1

## "Payments" Form

**1.** Using the pull down list, choose the commitment from which you plan to draw money.

Commitments and contracts should have been added earlier (see pg. 6 - 7) and must be entered before you can make any payments.

**2.** Choose the contract from which you plan to draw money. These contracts were previously added in step 9.

Notice that the pull down list will give you a real-time reflection of contract, commitment, obligation, disbursements, and balances.

**3.** Enter a payment number. If a payment is made from various commitments (or CANs) you will need to enter the payment as two records with the same payment number.

**4.** Enter the payment amount. This amount can go through a life cycle reflecting, first, an estimate of work accomplished, then, a payment recommendation, and finally, an actual finance disbursement. You can make changes to the amount you entered the same day, but after one day, you will have to enter a new payment to adjust the amount.

**5.** Enter the date the Project Officer recommended payment.

**Project Payments**

Project Title: TU4SX03327 / Tucson Area Conference and Office Buildings

Contract	DO	CAN	Pmt No	Contr Voucher No	Pmt Amount	Pmt Recn	Fin Disb Dat	Paj
HHS1161200		J425719	01	One	\$2,847.00	2/1/2005		\$
HHS1161200		J425719	02	Two	\$1,898.00	2/28/2005		\$
HHS1161200		J42D205	01	One	\$55,825.75	4/20/2005		\$5
HHS1161200		J42D205	02	Two	\$4,174.25	5/23/2005		\$
HHS1161200		J425719	02	Two	\$47,149.35	5/23/2005		\$4
HHS1161200		J425749	02	Two	\$51,244.17	5/23/2005		\$5
HHS1161200		J425749	03	Three	\$48,755.83	6/17/2005		\$4
HHS1161200		J42D205	03	Three	\$14,297.89	6/17/2005		\$1
HHS1161200		J425719	03	Three	\$5,255.00	6/17/2005		\$
HHS1161200		J42D205	03	Three	\$20,120.56	6/17/2005		\$2
HHS1161200		J42D205	04	Four	\$114,040.97	7/21/2005		\$11
HHS1161200		J42D205	05	Five	\$26,552.21	8/17/2005		\$2
HHS1161200		J42D205	06	Six	\$8,359.48	8/17/2005		\$

Record: 1 of 19

☐ Commitments & Awards   
 ☐ Payment Funding Report   
 ☐ Data for Progress Payments  
☐ RPI Worksheet (Part 30-2) Form   
 ☐ Reconcile with Finance   
 ☐ Complete Detail Project Rpt



## "Payments" Form (continue) - Capitalization

The next few steps involve capitalizing buildings and structures.

If the **Part 30-2 Total** field is not filled out.

Do not type this manually, instead . . .

**Project Payments**

Project Title: TU45X03327 / Tucson Area Conference and Office Buildings

Contract	DO	CAN	Pmt No	Contr Voucher No	Pmt Amount	Pmt Recon	Fin Disb Dat	Pa
HHS1161200		J425719	01	One	\$2,847.00	2/1/2005		\$
HHS1161200		J425719	02	Two	\$1,898.00	6/28/2005		\$
HHS1161200		J42D205	01	One	\$55,825.75	4/20/2005		\$5
HHS1161200		J42D205	02	Two	\$4,174.25	5/23/2005		\$
HHS1161200		J425719	02	Two	\$47,149.35	5/23/2005		\$4
HHS1161200		J425749	02	Two	\$51,244.17	5/23/2005		\$5
HHS1161200		J425749	03	Three	\$48,755.83	6/17/2005		\$4
HHS1161200		J42D205	03	Three	\$14,297.89	6/17/2005		\$1
HHS1161200		J425719	03	Three	\$5,255.00	6/17/2005		\$
HHS1161200		J42D205	03	Three	\$20,120.56	6/17/2005		\$2
HHS1161200		J42D205	04	Four	\$114,040.97	7/21/2005		\$11
HHS1161200		J42D205	05	Five	\$26,552.21	8/17/2005		\$2
HHS1161200		J42D205	06	Six	\$9,350.40	9/1/2005		\$

Record: 1 of 19

☐ Commitments & Awards   
 ☐ Payment Funding Report   
 ☐ Data for Progress Payments  
☐ RPI Worksheet (Part 30-2) Form   
 ☐ Reconcile with Finance   
 ☐ Complete Detail Project Rpt   
 ☐ Close Form

6. Open the "RPI Worksheet (Part 30-2) form"

On the top you will notice the Project No and Title, and Payment Amount

7. Choose all of the Cost Categories that apply for this payment.

Note "Common Costs" categories apply only when multiple buildings or structures are involved.

**RPI Report Worksheet (Part 30-2)**

Project No / Project Title: TU45X03327 / Tucson Area Conference and Office Buildings

Commit No --- CAN --- Contract No - DO: SX033-003---J425719-2003

Pmt No / Amount: 01 / \$2,847.00

Cost Category	Amount	Bldg No and Description	Cost Description
5. Land Improvement - Environmenta	\$949.00	Bldg No: 0621T , Educati	asbestos abatement
5. Land Improvement - Demolition (of	\$949.00	Bldg No: 0625T , General	asbestos abatement
5. Land Improvement - Environmenta	\$949.00	Bldg No: 0626T , General	asbestos abatement

1. Expensed - Furniture & Equipment  
 1. Expensed - Personal Properties, telephone  
 1. Expensed - Transportation / Shipping  
 1. Expensed -  
 3. Common Costs -  
 3. Common Costs - Feasibility Study  
 3. Common Costs - Site Selection/Evaluation  
 3. Common Costs - Tribal Design/Construction Admin (P.L. 93-638)  
 3. Common Costs - Design  
 3. Common Costs - Construction Contract Inspection Services (if separate from 3.e)  
 3. Common Costs - TERO  
 3. Common Costs - Interest  
 3. Common Costs - Permit Fees  
 3. Common Costs - Taxes  
 3. Common Costs - Printing  
 3. Common Costs - Claims and Legal Consultant Fe  
 3. Common Costs - Owners Representative  
 4. Land - Landrights  
 4. Land - Site Acquisition  
 5. Land Improvement - Environmental Remediation  
 5. Land Improvement - Demolition (off site)  
 5. Land Improvement - Disposal of Old Structure (off  
 6. Building - Building  
 7. Structures - Structures

Save / Close  
Cancel / Close

11. Don't forget to Save and Close

10. As an option you can provide explanatory notes.

8. Apply amounts for each cost category.

9. Choose the building or structure that is being capitalized.

This is not required for Cost Categories that are "Expensed" or "Common Costs"

## "Payments" Form (continue) - Finance Reconciling

After saving and closing the last form, you'll notice that the Part 30-2 column has been automatically filled.

Project Title: TU4SX033Z7 / Tucson Area Conference and Office Buildings

Contract	DO	CAN	Pmt No	Contr Voucher No	Pmt Amount	Pmt Recon	Fin Disb Dat	Pai
HHS1161200		J425719	01	One	\$2,847.00	2/1/2005		\$
HHS1161200		J425719	02	Two	\$1,898.00	6/28/2005		\$
HHS1161200		J42D205	01	One	\$55,825.75	4/20/2005		\$5
HHS1161200		J42D205	02	Two	\$4,174.25	5/23/2005		\$
HHS1161200		J425719	02	Two	\$47,149.35	5/23/2005		\$4
HHS1161200		J425749	02	Two	\$51,244.17	5/23/2005		\$5
HHS1161200		J425749	03	Three	\$48,755.83	6/17/2005		\$4
HHS1161200		J42D205	03	Three	\$14,297.29	6/17/2005		\$1
HHS1161200		J425719	03	Three	\$5,255.00	6/17/2005		\$
HHS1161200		J42D205	03	Three	\$20,120.56	6/17/2005		\$2
HHS1161200		J42D205	04	Four	\$114,040.97	7/21/2005		\$11
HHS1161200		J42D205	05	Five	\$26,552.21	8/17/2005		\$2
HHS1161200		J42D205	06	Six	\$8,359.49	8/17/2005		\$

Record: 14 of 19

☐ Commitments & Awards   
 ☐ Payment Funding Report   
 ☐ Data for Progress Payments  
☐ RPI Worksheet (Part 30-2) Form   
 ☐ Reconcile with Finance   
 ☐ Complete Detail Project Rpt   
 ☐ Close Form

15. You should now have enough information from this report to manually enter the Finance Disbursement Date and make corrections, if necessary, to the Payment Amount.

12. The next thing we should do is reconcile our payments with Finance.

Click the "Reconcile with Finance" button.

13. Type the Fiscal Year and CAN,

f160\_payments\_frs : Form

Fiscal Year(Use 4 digits)

CAN No (exp:J456011)

FRS Payment Summary Document

FRS Payment Transaction (Year To Date)

Close Form

14. Open the "FRS Payment Transaction (Year To Date)" report.

**FRS Payment Transactions**

CAN	FY	Date	Doc No	Amount	Invoice No	Obj C
<i>J450194</i>						
	2006	6/9/2006	01RCV60134	\$336.03	01RCV60134	268G
	2006	6/9/2006	01RCV60131	\$125.00	01RCV60131	252Z
	2006	6/9/2006	01RCV60130	\$1,319.50	01RCV60130	268G
	2006	6/9/2006	01RCV60126	\$329.99	01RCV60126	319Z
	2006	6/9/2006	01RCV60125	\$33.00	01RCV60125	252Z
	2006	6/9/2006	01RCV60123	\$16.00	01RCV60123	252Z
	2006	6/9/2006	01RCV60133	\$321.44	01RCV60133	268G
	2006	6/9/2006	01RCV60132	\$385.00	01RCV60132	268G
	2006	6/7/2006	01RCV60145	\$7,593.39		233J
	2006	6/6/2006	PAY	\$203.60		1158
	2006	6/6/2006	PAY	\$733.72		121W
	2006	6/6/2006	PAY	\$268.87		121V
	2006	6/6/2006	PAY	\$2,257.10		1212
	2006	6/6/2006	PAY	\$3,446.45		121S
	2006	6/6/2006	PAY	\$1,737.47		1115
	2006	6/6/2006	PAY	\$1,202.00		111G
	2006	6/6/2006	PAY	\$947.65		1117
	2006	6/6/2006	PAY	\$21,818.52		1112
	2006	6/6/2006	PAY	\$5,266.35		1111
	2006	6/6/2006	PAY	\$3,355.07		1217
	2006	6/6/2006	PAY	\$63.60		1214
	2006	6/6/2006	ALLOW	\$16,000.00		9900
	2006	6/6/2006	ALLOW	\$59,233.00		9900
	2006	6/6/2006	PAY	\$25.44	PAYROLL-00	1214

## "Milestones and Status" Form

**1.** You can add as many Milestones from the pull down list as you like. There are some required milestones:  
 BOC - Beneficial Occupancy  
 IHQ - Interim Docs Sent to HQ  
 COM - Project Completed  
 FHQ - Final Docs Sent to HQ

This list reflects the most common IHS milestones for Projects.

**Milestones and Status**  
 Project Title: TU45X033Z7 / Tucson Area Conference and Office Buildings Close Form

Status Code	Projected Date	Actual Date	Comments
BOC - Beneficial Occupancy	10/30/2005	10/30/2005	

**Milestone List:**

- PD - Project Development
- PJD - PJD being Prepared by Area
- POR - PJD/POR being prepared by Area
- PRI - Project Prioritization
- APJ - Awaiting PJD Approval
- APD - Awaiting PJD/POR Approval
- APS - Awaiting PSD approval
- PSA - PSD Approved by Area
- PSD - PSD sent to ES
- PSH - PSD sent to HQ
- PF - Project Funding, Commitments
- RFP - Request for Proposal
- RFQ - Request for Qualifications
- DR - Design Review
- CS - Contract Solicitation
- DA - Design Advertised
- AD - Awaiting Design
- PDH - Pre-Design, Project is on Hold
- CAW - Contract Awarded
- HUD - Block Grant Awarded
- DHA - Design in House - Area
- DHS - Design in House - Serv. Unit
- DO - Design Only
- UD - Under Design
- DES - Design being prepared by A/E
- DH - Project Designed, on Hold
- ACA - Awaiting Contract Advertisemen
- CA - Construction Advertised
- CON - Construction Contract Awarded
- AC - Awaiting Construction
- UC - Under Construction
- PR - Project Review
- PC - Post-Construction / Closeout
- BOC - Beneficial Occupancy
- IHQ - Interim Docs Sent to Hqtrs
- AID - Additional Interim Docs Needed
- HBO - Hqtrs Verifies BOC
- COM - Project Completed
- FHQ - Final Docs Sent to Hqtrs
- AFD - Additional Final Docs Needed
- HCO - Hqtrs Verifies Close Out
- HAD - (old) Hqtrs Awaiting Documents

**2.** Enter the projected date for each milestone.

**3.** When you have completed a milestone, enter the actual date.

**4.** Enter any explanatory comments you may have, (i.e. "35% Design Submittal")

## "Project Activity" Report

The Project Activity Report contains all of the information that you have entered. This report can be easily saved as a Word Document.

The following describes what is contained in this report:

### General Project Information

### Real Property

### Milestones

### Commitments, Contract Awards, and Payment Information

**Project Activity Report** (This report can be used with PJD, POR, PSA or PSD)

Initials/Date: \_\_\_\_\_/\_\_\_\_\_  
IES Proj Mgr: vdrummon

Tuesday, June 13, 2006 Page 1 of 4

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Proj No TU4SX033Z7

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TU	Project File	Tucson Area Conference and Office Buildings	Project No	TU4SX033Z7	BOC Date	10/30/2005	Fully Expensed?	<input type="checkbox"/>
I	Project Summary	<p>This project entails the construction of a freestanding modular office building and a separate modular conference building at the San Xavier Health Campus. This project is to be a design-build turnkey project. The contractor shall provide all necessary parts, materials, labor, and design services to construct the modular buildings and perform all site work. The office and conference buildings shall be approximately 2,000 and 3,000 square feet (SF), respectively. Refer to Tab A for drawings and maps. The new Conference Center (P646T) and Office Building (P646T) are to replace the existing uneconomically repairable buildings, 0621T and 0625T.</p>						

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II Project Scope and Description

A Description of Project. 1. The proposed scope of this project is to demolish the existing buildings, 0621T and 0625T, which are currently being utilized for storage and conferences, respectively and replace them with two new modular buildings, one office and one conference building (See Tab A for layouts). The buildings shall be designed to meet the requirements of the Life Safety Code 101, New Business Occupancy. The Office building shall be installed prior to the Conference Building. This will allow the Government time to demolish the existing building at the Conference Room site while still allowing small meetings and conferences to be held in the new Office Building.

B Project Justification. Currently the existing buildings, 0621T and 0625T, are uneconomically repairable and have become unusable for their intended purpose. The repair costs exceed the cost for direct replacement.

Building 0621T is being used as the Area and Service Unit conference, training, and briefing room. The building deficiencies exceed \$88,000 in necessary repairs and the interior finishes are unsightly and not suitable for briefing high level officials and dignitaries.

Building 0625T was previously utilized as an office but is now uninhabitable. Deficiencies are in excess of \$74,000.

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BUILDINGS						
State	Cty:	Inst No	Inst Name:	BIS No	Building Descr	GSId
AZ	SAN XAVIER	11479	Health Center S/Area Office	0621T	Educational Meeting	0
AZ	SAN XAVIER	11479	Health Center S/Area Office	0624T	General, Institutional Support	0
AZ	SAN XAVIER	11479	Health Center S/Area Office	0625T	General, Institutional Support	0
AZ	SAN XAVIER	11479	Health Center S/Area Office	0626T	General, Institutional Support	0
AZ	SAN XAVIER	11479	Health Center S/Area Office	0627T	General, Institutional Support	0
AZ	SAN XAVIER	11479	Health Center S/Area Office	0645T	General, Branch Office	186
AZ	SAN XAVIER	11479	Health Center S/Area Office	0646T	Educational Meeting	270

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Status Code and Description	Projected Date	Actual Date	Comments
BOC Beneficial Occupancy	10/30/2005	10/30/2005	

**Project Activity Report** (This report can be used with PJD, POR, PSA or PSD)

Initials/Date: \_\_\_\_\_/\_\_\_\_\_  
IES Proj Mgr: vdrummon

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Document Type	CAN	FY	Fund Source	Contract No	Deliv Order	Mod	PMT No	Revised PMT Date	Document Date	Commit Amount	Commit Balance	Obligate Amount	Obligate Balance	Exbursement
Commitment	SX033-002A	J420/205	2003	MM						60,000.00				
Commitment	SX033-003	J425/19	2003	MR						15,000.00				
Commitment	SX033-004	J425/19	2004	MR						20,000.00				
Contract Award	SX033-004	J425/19	2004	MR	HHS161200600	10P	0	0	10/13/2005			4,000.00		
Payment	SX033-004	J425/19	2004	MR	HHS161200600	10P	0	1F	3/16/2006					4,000.00
Commitment	SX033-005	J420/205	2005	HC						3,166.84				
Contract Award	SX033-005	J420/205	2005	HC	HHS161200600	10P	0	0	10/13/2005			3,101.17		
Payment	SX033-005	J420/205	2005	HC	HHS161200600	10P	0	1	1/6/2006			65.67		
Payment	SX033-005	J420/205	2005	HC	HHS161200600	10P	0	1F	3/16/2006					3,166.84
<b>(Project Summary):</b>										462,464.73	0.00	462,464.73	0.11	462,464.62
<b>Summary by Source:</b>														
												3,166.84	0.00	3,166.84
												274,297.89	0.11	274,297.78
												100,000.00	0.00	100,000.00

**"Project Funding" Report.**

(Project Summary): 462,464.73 0.00 462,464.73 0.11 462,464.62  
 Summary by Source: HC 3,166.84 0.00 3,166.84  
 MM 274,297.89 0.11 274,297.78  
 MP 100,000.00 0.00 100,000.00  
 MR 85,000.00 0.00 85,000.00

The Project Funding Report contains only funding information grouped by Commitments, Obligations, and Payment Amounts.

**Project Funding Report**

Project No: TU4SX033Z7 Title: Tucson Area Conference and Office Buildings  
 TU, AZ, SAN XAMER, Health Center & Area Office, 11479, Government-Owned, Health Centers  
 Office Buildings, 0645T, General, Branch Office

Document Type	Commitment No	CAN	FY	Contract No	Deliv Order	Mod	PMT No	Record PMT Date	Doc Date	Commit Amount	Commit Balance	Obligate Amount	Obligate Balance	Disbursement
Commitment	S033-001	J420205	2003							200,000.00				
Contract Award	S033-001	J420205	2003	HHS161200400095P				8/17/2004				200,000.00		
Payment	S033-001	J420205	2003	HHS161200400095P			03	6/17/2005						30,120.55
Payment	S033-001	J420205	2003	HHS161200400095P			04	7/21/2005						114,040.57
Payment	S033-001	J420205	2003	HHS161200400095P			05	8/17/2005						35,552.21
Payment	S033-001	J420205	2003	HHS161200400095P			06	9/2/2005						8,339.49
Payment	S033-001	J420205	2003	HHS161200400095P			07	11/2/2005						30,535.55
Contract Total:												200,000.00	0.11	186,886.88
Commitment Total:										200,000.00	0.00	200,000.00	0.11	186,886.88
Commitment	S033-001	J425749	2004							100,000.00				
Contract Award	S033-001	J425749	2004	HHS161200400095P				8/17/2004				100,000.00		
Payment	S033-001	J425749	2004	HHS161200400095P			02	5/23/2005						51,244.17
Payment	S033-001	J425749	2004	HHS161200400095P			03	6/17/2005						48,755.83
Contract Total:												100,000.00	0.00	100,000.00
Commitment Total:										100,000.00	0.00	100,000.00	0.00	100,000.00
Commitment	S033-001	J425719	2004							50,000.00				
Contract Award	S033-001	J425719	2004	HHS161200400095P				8/17/2004				47,000.00		
Contract Award	S033-001	J425719	2004	HHS161200400095P			03					149.35		
Payment	S033-001	J425719	2004	HHS161200400095P			02	5/23/2005						47,149.35
Contract Total:												47,149.35	0.00	47,149.35
Contract Award	S033-001	J425719	2004	HHS161200500101P	0	1		15/2005				2,850.65		
Payment	S033-001	J425719	2004	HHS161200500101P	0		1F	3/16/2006						2,850.65
Contract Total:												2,850.65	0.00	2,850.65
Commitment Total:										50,000.00	0.00	50,000.00	0.00	50,000.00
Commitment	S033-002	J420205	2003							14,297.89				
Contract Award	S033-002	J420205	2003	HHS161200400095P			03		3/25/2005			14,297.89		
Payment	S033-002	J420205	2003	HHS161200400095P			03	6/17/2005						14,297.89
Contract Total:												14,297.89	0.00	14,297.89
Commitment Total:										14,297.89	0.00	14,297.89	0.00	14,297.89
Commitment	S033-002A	J420205	2003							60,000.00				

Tuesday, June 13, 2006

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## "RPI Cover Memo, Part 30-2" Report

### 1. Select the Report Type

-- Interim (which means the project has been placed in service), or

-- Final (which means they have a release of claims and you have entered all the data in the system)

### 2. Type in your signature.

### 3. Click "Preview Cover Letter"

4. "Interim", and "Final" Memorandums should be sent to the Area Realty Officer along with the Project Activity Report, and RPI Worksheet which you will print next.



## DEPARTMENT OF HEALTH & HUMAN SERVICES

## Memorandum

**Date:** Tuesday, June 13, 2006

**From:** Project Officer

**Subject:** Final  
Tucson Area Conference and Office Buildings, SAN XAVIER  
Project No.: TU4SX03327

**To:** Area Realty Officer

This Final is a brief summary of project Tucson Area Conference and Office Buildings, SAN XAVIER Project No.: TU4SX03327

This project has been completed

### 1. Project Summary

This project entails the construction of a freestanding modular office building and a separate modular conference building at the San Xavier Health Campus. This project is to be a design-build turnkey project. The contractor shall provide all necessary parts, materials, labor, and design services to construct the modular buildings and perform all site work. The office and conference buildings shall be approximately 2,000 and 3,000 square feet (SF), respectively. Refer to Tab A for drawings and maps. The new Conference Center (P646T) and Office Building (P645T) are to replace the existing uneconomically repairable buildings, 0621T and 0625T.

### 2. Space Allocation

Tucson, SAN XAVIER,	Bldg No: 0621T	, Educational/Meeting,	0 gsm
Tucson, SAN XAVIER,	Bldg No: 0624T	, General, Institutional Support,	0 gsm
Tucson, SAN XAVIER,	Bldg No: 0625T	, General, Institutional Support,	0 gsm
Tucson, SAN XAVIER,	Bldg No: 0626T	, General, Institutional Support,	0 gsm
Tucson, SAN XAVIER,	Bldg No: 0627T	, General, Institutional Support,	0 gsm
Tucson, SAN XAVIER,	Bldg No: 0645T	, General, Branch Office,	186 gsm
Tucson, SAN XAVIER,	Bldg No: 0646T	, Educational/Meeting,	279 gsm

### 3. Milestones

Milestones	Projected Date	Actual Date	Comments
Beneficial Occupancy	10/30/2005	10/30/2005	

For a detailed break down of capitalized and expensed costs, see RPI worksheet. Part 30-2.

If you have any questions or need more information please let me know.

## "RPI Worksheet, Part 30-2" Report

The RPI Worksheet should be attached to the RPI Cover Memo.

Please ensure that the summary information on this worksheet matches the summary information on the Project Summary report

In addition, this worksheet should be sent to the Area Finance so that they can adjust the General Ledger with the appropriate Object Class.

RPI Worksheet, Part 30-2

Last Update: 13-Jun-06

Tucson

SAN XAMER , AZ, Health Center &AreaOffice

Project No.: TU4SX033Z7 , Tucson Area Conference and Office Buildings

Description	Value	Common Cost Share	Total Amount	Object Class	General Ledger
<b>Common Costs</b>					
Design	18,117				
	8,611				
Sub Total:	26,728				
<b>Land Improvement</b>					
Disposal of Old Structure (off site of new)	Bldg No: 0627T , General, Institutional Support, 0 gsm	4,000	243	4,243	32.11 146.2
Environmental Remediation	Bldg No: 0626T , General, Institutional Support, 0 gsm	949	58	1,007	32.11 146.2
Disposal of Old Structure (off site of new)	Bldg No: 0626T , General, Institutional Support, 0 gsm	4,000	243	4,243	32.11 146.2
Disposal of Old Structure (off site of new)	Bldg No: 0625T , General, Institutional Support, 0 gsm	4,000	243	4,243	32.11 146.2
Demolition (off site)	Bldg No: 0625T , General, Institutional Support, 0 gsm	949	58	1,007	32.11 146.2
Disposal of Old Structure (off site of new)	Bldg No: 0624T , General, Institutional Support, 0 gsm	4,000	243	4,243	32.11 146.2
Environmental Remediation	Bldg No: 0621T , Educational Meeting, 0 gsm	2,847	173	3,020	32.11 146.2
Disposal of Old Structure (off site of new)	Bldg No: 0621T , Educational Meeting, 0 gsm	5,000	303	5,303	32.11 146.2
Sub Total:	25,745	1,562	27,307		
<b>Building</b>					
Building	Bldg No: 0646T , Educational Meeting, 279 gsm	240,708	14,806	255,514	32.21 146.3
Building	Bldg No: 0646T , General, Branch Office, 186 gsm	174,014	10,559	184,574	32.21 146.3
Sub Total:	414,722	25,365	439,887		
Project Total:	467,195	26,728	467,195		